



**TENANT REQUEST TO FINALIZE UTILITY ACCOUNT**

**Date of Request:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Utility Account No.:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Only the account holder is authorized to make changes to an account with a valid driver's license. A copy of a valid driver's license must accompany this form to make any changes.**

- I understand there is a \$20.00 administrative charge to finalize the account.
- I have provided my forwarding address in the space above.
- Disconnecting service and locking the meter will normally take 3-5 business days. However, due to extenuating circumstances such as unusually high volume, bad weather, etc., the actual time may be longer.

\_\_\_\_\_  
**Account Holder Signature**